

Special Collections Librarian & Assistant/Associate Professor

University of Illinois at Chicago

University Library

Job Location:
Illinois

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SPECIAL COLLECTIONS LIBRARIAN & ASSISTANT/ASSOCIATE PROFESSOR (Department Head) UNIVERSITY OF ILLINOIS AT CHICAGO The University of Illinois at Chicago, a Carnegie RU/VH institution located near the Chicago Loop, with a student enrollment of 27,000 and offering doctoral degrees in 60 areas and master's degrees in nearly 80, seeks a talented and innovative librarian to head its Special Collections Department. This is a tenure-system faculty position with research and publication expectations. The Special Collections Librarian provides innovative user-centered leadership to a department comprised of 10.5 FTE professionals, 4 civil service staff members and several student employees. Reporting to the Associate University Librarian and in consultation with the Assistant University Librarian for the Health Sciences, this position will lead the department in expanding collections and enhancing in-person service, outreach activities and online presence. The Special Collections Librarian will serve as a key point of interaction with other library departments, faculty members and external stakeholders to assess needs and deliver value added services. The successful candidate will work with the department staff and UIC stakeholders to implement comprehensive digital asset

management and preservation practices. The department includes Special Collections, University Archives, and Maps and Geographic Information Systems. Special Collections at the Richard J. Daley Library houses collections of rare books, manuscripts, photographs and artifacts with particular strength in the social, political, and cultural history of Chicago. Special Collections at the Library of the Health Sciences-Chicago documents Chicago's rich history as a center for the education and practice of the medical arts. The University Archives at both locations is the depository for historical records of the University of Illinois at Chicago and also contains selected papers of prominent faculty, staff, students, and alumni. The University Archives also manages the Chicago portion of the University-wide Records and Information Management Services program. The Maps and Geographic Information Systems section at the Richard J. Daley Library supports research and instructional needs by providing access to cartographic materials and digital data. A current specially funded project includes processing of Chicago Board Options Exchange historical records. The Library also actively participates in collaborative efforts to increase awareness, discovery and access to special collections materials through organizations such as the Chicago Collections Consortium and the Black Metropolis Research Consortium.

Responsibilities:

- Lead the department in creating a clear vision for Special Collections and University Archives. Develop and implement priorities and long-term planning.
- Oversee the acquisition, processing, cataloging, preservation, public service, and outreach activities of the manuscripts, rare books, university archives, maps, and records management staff.
- Engage staff in planning, goal setting, and problem solving. Coach and mentor staff to enhance skills and build self-managing capabilities.
- Work with the Library Development Officer to initiate and pursue external funding sources. Identify and pursue grant opportunities.
- Establish and cultivate donor relationships and build the collections according to the mission of the department.
- Contribute to and participate in the overall mission of the library.
- Cultivate external relationships with University faculty to assess needs, develop and deliver value-added services, and promote collaborations.
- Actively promote Special Collections and University Archives to the campus and the scholarly and public communities.
- Work with the department and UIC Library stakeholders to implement comprehensive digital asset management and preservation practices. This includes digital copies of department materials as well as a range of born-digital content increasingly being donated to Special Collections & University Archives.
- Foster and contribute to newly emerging collaborations across Chicago academic and cultural institutions to enhance discovery and digital access to Special Collections and University Archival materials.
- As a tenure-system faculty member, exhibit continued progress in meeting the library's norms, expectations and standards of excellence in research & scholarship.

Minimum Qualifications:

- Master's degree in Library Science from an ALA-accredited library school program.
- Five years progressively responsible experience working in library special collections or archives in a university setting.
- Outstanding donor relations and collections development skills.
- Proven track record of fundraising and grant writing.
- Demonstrated knowledge and understanding of emerging trends in special collections and technologies.
- Demonstrated ability to work effectively with colleagues, staff, and users.
- Excellent communication and interpersonal skills contributing to a collaborative environment that empowers others to excel.
- Evidence of ability to meet University standards in publication and professional service commensurate with appointment as a tenure-system faculty member.

Rank is dependent on the candidate's record of scholarship.

Additional Desirable Qualifications:

- Experience managing large and diverse collections in a public research university.
- Understanding of digitization initiatives and knowledge of digital formats

and standards. • Knowledge of Chicago history. • A second master's degree in a related area. • Certification by the Academy of Certified Archivists Salary/Rank/Contract: Salaries are competitive and based on education and experience; faculty status; twelve month appointment; 24 days of vacation; 12 days annual sick leave with additional disability benefits; 11 paid holidays; medical insurance (contribution based on annual salary; coverage for dependents may be purchased); two dental plans available; life insurance paid for by the State; participation in one of the retirement options of the Illinois State Universities Retirement System compulsory (8% of salary is withheld and is tax exempt until withdrawal); no Social Security coverage but Medicare payment required; physical examination at University Health Service is required upon appointment. For fullest consideration apply by May 28, 2013. All applicants must submit an online application through jobs.uic.edu. To apply, click on the following link: <https://jobs.uic.edu/default.cfm?page=job&jobID=31533>. The University of Illinois at Chicago is an Affirmative Action, Equal Opportunity Employer.

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